

SECRET

DD FORM 1 JUL 68
12

1 JUL 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on Plans and Review Staff/Office of Personnel
27 June 1968 - 1510 Hours

[REDACTED]

25X1

25X1

2. [REDACTED] said that for planning purposes the Agency should have a five-year lead time, but in personnel planning we are trying to get to a two-year lead time.

He noted that one of the problems has been in securing component ceiling figures from O-PPB in order that the various components can then prepare their Advance Staffing Plan. The FY 1969 plan was finally put together as of the end of April this year, but this was not soon enough for effective use. Mr. Bannerman commented that this should be easier this year as our personnel ceiling figures should be established earlier than normal. This plan serves as the basis for recruitment and placement.

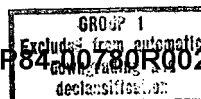
25X1

[REDACTED] also noted that the guidance contained in congressional discussion of the surtax and economy bill indicates that no applicants may be entered on duty in any month when an Agency on duty strength exceeds the ceiling figure of 30 June 1966. This is going to call for some very fine juggling in order to accumulate CT, Commo and other classes.

3. The staff is also wrestling with the problem of possibly offering guidance to the Career Services as to what actions they may take to help retain employees over the next five-year period. This involves the succession problem which it is felt deserves another look. In about five years the accelerated retirement rate should take hold, but meanwhile there is a problem in providing meaningful and responsible positions to those employees pushing upwards.

Mr. Bannerman pointed out that he is extremely interested in the data available to the Planning Staff and that he would like to have the Planning Staff note key factors from this data which would point out to the DD/S what is going on, what corrections might be made, what the signs are showing.

SECRET



SECRET

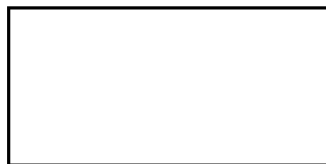
-2-

25X1

4. [] noted that a number of regulations are pending, including those on separation compensation, a revision of the marriage to an alien regulation, hazardous duty pay, and several pertaining to administrative authorities being adopted by the Agency.

5. A final finger was pointed at one of the major problems facing the Office of Personnel, which is to develop the procedures and the means of cranking contract employees into the general Agency personnel systems.

6. The briefing adjourned at 1605.



Special Assistant to the
Deputy Director for Support

25X1

Distribution:

Orig - DD/S Subject

1 - DD/S Chrono

SECRET

SECRET

PERSONNEL PLANNING DATA

TABLE 1 - Estimated Quarterly Accession Rates by Occupational
Category As A Percent of Total Annual Accessions,
Agency

Estimated Quarterly Separation Rates by Occupational
Category As A Percent of Total Annual Separations,
Agency

TABLE 2 - Occupational Categories As A Percent of Total by
Directorate

TABLE 3 - Ratios of In Process Cases To E. O. D.s by Occupational
Category, Agency

TABLE 4 - Attrition by Occupational Categories, Agency

15 January 1968
Office of Personnel
Plans and Review Staff

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1

Approved For Release 2003/05/05 : CIA-RDP84-00780R002100110025-2

Next 3 Page(s) In Document Exempt

Approved For Release 2003/05/05 : CIA-RDP84-00780R002100110025-2